



NOW HIRING

BUDGET AND MANAGEMENT ANALYST

This position works with the Budget and Public Information divisions, which are part of the Administrative Services Department. Budget prepares the town's budget in collaboration with various departments and divisions. Public Information disseminates information from the town to community members and the media.

This position assists with developing and monitoring the town's budget. It works closely with departments throughout the year to help manage their budgets, providing analytical analysis as needed.

This position also assists in communicating information to the general public, including monitoring social media, updating the website and writing news releases.

Requirements:

- Bachelor's degree in public or business administration or a related field.
- Three years of experience in financial management, preferably in local government.



Hiring range: \$50,836 to \$81,337

Strong benefits: Retirement, 401k, and health, dental, vision and life insurance



For more information about Budget and Public Information, a full job description and to apply online, visit the town's website at hillsboroughnc.gov.